

Writing the Accommodations Notes Section

- The Accommodation Notes section should include only accommodation information, not specific details about the candidate's disability.
- Avoid inappropriate comments in the accommodations narrative, such as:
 - comments about “courage,” “despite the disability,” “inspirational,” etc. This is counterproductive. As a test for yourself, put another protected class in the sentence that you are about to write, e.g., “Despite being [a woman, Hispanic, Catholic, 50 years old, etc.], this person is able to perform capably in school and at work,” and see if the sentence still sounds good to you.
 - use of phrases like “suffers from,” “is a victim of,” “wheelchair bound,” etc.
 - details about the origin of the candidate's disability
 - medical details about the candidate's disability
 - accommodation information that the candidate did not disclose him/herself.
- Discuss the workplace accommodations requested by the candidate. Include specific details about assistive technology (equipment, software, etc.) that the candidate mentions by name.
- Do not discuss any functional limitations or accommodations that are not relevant to the workplace, such as the need for personal assistance services at home.
- When you are finished with your accommodation narrative, ask yourself if there is anything in the narrative that you **would not need to know** in order to make a job accommodation for the candidate, and whether there is any information missing that you **would need to know** in order to make a job accommodation for the candidate.
- **Proofread your work!**